

PATERSON PUBLIC SCHOOL DISTRICT

SECURITY & SAFETY REPORT

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District Security and Safety Plan

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Paterson Public School District

The Paterson Public School District is committed to ensuring that all district employees and students are safe each and every day. It is incumbent upon the district that schools are safe and caring places for children and staff. As we review our safety plan and procedures, we question ourselves if we are doing all we can to ensure that our school buildings are safe.

Over the years, we have institutionalized many best practices ensuring we have highly trained security personnel, conducting annual training of our staff which includes regular practices of drills including lock down drills and active shooter drills, and collaborating with city and county law enforcement officials to share and evaluate our district's safety procedures and practices.

There is always room for us to continue to improve on our practices and procedures. To that end, we are currently examining our policies to ensure they are consistently implemented throughout the district, and we are evaluating each and every facility for areas that may be deemed vulnerable to someone who has the intent to do harm.

“Safe, Caring and Orderly Schools” has been and will remain one of our district's top priorities.

The district is committed to this priority and we all need to ensure we are addressing any potential issues and pursuing any required “fixes” immediately.

In reviewing our safety and security measures in the district, we have provided for you our current status in regards to:

- Security Personnel
- Security Procedures
- Facility measures including but not limited to locks, PA systems, intercom systems, keys, surveillance cameras and fencing
- Bus Safety
- Crisis Communications
- Areas to be considered and recommended for future planning
- Policy Review

SECURITY PERSONNEL

The District currently has three levels of security personnel in place:

- Board Security Officers – 50 (including 11 retired Police Officers)
- Contracted Guards (Control) - 196.5
- Paterson Police Officers in Uniforms – 12

Paterson Police in Uniform are located at:

- International High School – 1
- John F. Kennedy Educational Complex – 3
- Eastside Campus – 3
- School No. 15 – 1
- Panther – 1
- Rosa Parks Fine and Performing Arts High School – 1
- PSA/SBA & Destiny Academy – 1
- Great Falls Academy – 1

CURRENT SCHOOL SECURITY AND SAFETY

Current Security Measures in Place

- Our School Safety Plan includes school safety drills for active shooter, lockdown, evacuation, bomb threat, shelter in place, reverse evacuation, hostage situations, and others
- Provide Fire Watch for International High School
- Provide security for after school programs
- Provide security where fiscally possible for several of the Department of Recreation programs both during the school year and summer
- Ensure that fire drills and school security drills are performed each month as required by state statute
- Ensure school security systems are operational
- Provide security staff orientation and training programs annually
- Complete entry into the statewide system for Electronic Violence and Vandalism Reporting System (E.V.V.R.S.)
- Conduct internal investigations of incidents involving students, staff and/or personnel in compliance with Federal Law, New Jersey Statute and Administrative Code
- Risk Management Investigations
- Serve as Liaison with Law Enforcement Agencies

Security Staff Trainings

- The district is able to provide in-service training regarding many of the areas below because our district security officers have a specific skill set. This additional training will take place this year at no cost to the district by our own in-house staff:
 - Trained Hostage Negotiators
 - Gang Resistance Instructors
 - Computer Information System Specialist
 - Domestic Terrorism Training
 - Bi-Lingual skills for multiple languages
 - D.A.R.E. Instructors
 - Detective experience - Juvenile, Narcotics, Criminal, Community Policing
 - Certified Arson Investigators
 - Trained Instructors for at risk youth
 - Work with children in police cadet programs
 - Work with children in Police Athletic League teams
 - SWAT Team Trainers
 - Police Academy Instructors
 - First aid/CPR/AED Trainers
 - Certified Emergency Medical Technician
- A thorough and comprehensive training program for all security staff is required in the Paterson Public Schools bidding specifications. No security staff will be assigned on-site until a comprehensive initial training has been satisfactorily completed. **The following training requirement is provided as outlined in N.J.S.A. 13:55A-3.4(b):**
 - (a) Except as provided in N.J.S.A. 13:55A-3.4(b); a person seeking to be employed as, or perform the functions and activities of a security officer

must complete an approved 24-hour course of classroom instruction taught by a certified security officer instructor.

(b) The course of instruction shall include, but not be limited to, a minimum of two hours of instruction in each of the following general subject areas:

1. Homeland security and counter-terrorism
2. Communications/emergency response
3. Theft prevention
4. Limits on the use of force
5. Detention of suspects
6. Ethics and professional conduct
7. First aid/CPR/AED

- **The district contracted security guards must meet the following minimum requirements:**
 - High School Graduate (or G.E.D. equivalent).
 - The ability to read, write and speak English.
 - Will be subject to a satisfactory State of New Jersey Fingerprint check.
 - All candidates will be subject to pre-employment and random drug and alcohol testing and/or screening.
 - All staff must have S.O.R.A. certification as per state law and copies of each shall be forwarded to the Director of Security.
 - All candidates will be given, and thereafter, be subject to a computer scored psychological profile test (i.e., London House) to determine integrity, honesty and dependability.
- In the event that the district becomes dissatisfied with the performance, behavior, demeanor, appearance or presence of any member of the contractor's security staff, such member(s) will be removed temporarily or permanently at the district's request. Multiple instances of dissatisfaction by the district with the performance, behavior, demeanor, appearance or presence of any member of the contractor's security staff shall be grounds for the termination of the contract herein, at its sole discretion and without penalty to the district.

- **Metal Detectors**

There are metal detectors in use at Great Falls Academy.

Current Facility Measures:

Our Facilities Department has taken an inventory of our schools and there exists different levels of building security regarding locking mechanisms.

Most schools have the hardware in place but over the years, keys have been misplaced or taken away by previous staff members who no longer occupy the buildings. In some of the schools the locks have outlived their life cycle.

The facilities department is working with Access Control vendor. They will provide keying options and walk the schools to quantify what needs to be done to secure our school buildings with proper locks and keys.

The vendor will also provide cost estimates to provide a comprehensive program for the rekeying of district schools in line with the new regulations.

The District Plan will be to secure the most vulnerable locations first, putting in a protocol with the Security Department as to how staff can safeguard their rooms in case of a threat. We will develop a phased - in plan to provide full security for every room with the capability of securing them from the inside.

This will be in conjunction with the district protocol on how to retain keys in case of staff exodus.

Facility Inventory, Keys, Locks, PA Systems, Fencing and Surveillance Cameras

(See attached chart)

PATERSON PUBLIC SCHOOLS - BUILDING SAFETY SURVEY: January 7, 2013

LOCATION	GRADE	EXTERIOR ACCESS		INTERIOR ACCESS										INTERCOM	CAMERAS	PA	FENCE			FACILITIES COMMENTS
		TYPE	STATUS	TYPE	CYLINDER	STAFF KEYS	CLASSROOM COUNT	OFFICE COUNT	TOTAL	LOCK COMMENTS	STATUS	FULL PERIMETER	FOUNDATIONS				GROUNDINGS			
School - 001	Pre-K-6	Best			Single	Yes	15	2	17	need 3 locks	Yes	No	Good	Yes	Yes					
School - 002	K-8	Best		Schlage, Best	Double	Yes	48	5	53		Yes	No	Good	No	Yes					
School - 003	K-8	Best, Schlage		Schlage, Falcon	Double - 56%	No*	14	2	16	need 13 locks	Yes	No	Good	No	Yes					
Dr. F Napier School 4	K-8	Schlage Sargent, Best		Multiple Kwikset, Best	Schlage only	Yes	45	10	55		Yes	Yes (old)	Good	Partial	Partial	New Fence to be installed 1/13				
School - 005	K-6	Schlage		Multiple	Single	Yes	58	4	62	need attn	Yes	Yes	Good*	Partial	Partial	PA needed in Cafe				
APA/School 6	K-8	Schlage		Schlage	Single	Yes	48	7	55		No	Yes (old)	Good	No	Yes					
School - 007	5-8	Schlage		Multiple	Single	Yes	24	5	29	recently done	Yes	No	Good	No	Yes	Recently re-keyed				
School - 008	K-8	Best, Schlage		Multiple	Single	No*	30	8	38	needs attn	Yes	Yes	Good	No	Yes					
School - 009	K-8			Schlage, Best	Single	Yes	51	13	64		Yes	No	Good	No						
School - 010**	K-8	Best			Double	Yes	46	9	55	needs 5 locks	Yes	No	Good	No	Yes					
School - 011	1-8	Schlage		Unknown	Single	Yes	36	4	40		Yes	No	Good*	No	Yes	PA needs to be moved to new Main Office				
School - 012	K-8				Single	Yes	37	3	40		Yes	No	Good	No	Yes					
School - 013	K-8	Schlage		Schlage	Single		47	5	52	old bldg only	Yes	No	Good	No						
School - 014	K-4				Single		13	2	15	needs attn	Yes	No	Good	No	Yes					
School - 015	K-5	Schlage		Schlage, other	Single	No*	44	12	56		Yes	Yes	Good	Yes		Installed 1/13				
School - 018	1-8	Schlage		Schlage	Single	Yes	47	4	51		Yes	No	Good	No	Yes					
School - 019*	K-4				Single	No	28	3	31		Yes	No	Good	Yes						
School - 020	K-8	Best		Schlage, Best	Double, Schlage only		42	3	45		Yes	No	Good	Partial						
School - 021	K-8	Schlage		Schlage	Single	Yes*	45	19	64	needs some re-keys	Yes	No	Good	No	Yes					
School - 024	K-6	Schlage		Schlage	Double	Yes*	50	17	67	Old wing needs keys	Yes	Yes	Good	No	Yes					
School - 025	K-8				Single	Yes	42	14	56	needs 2 locks	Yes	No	Good	Yes	Yes	Installed 12/12				

Madison K Center	K	Schlage	Schlage	Single	Yes	4	1	5	Yes	Yes	Yes	None	Yes
St. Mary's ELC STARS Academy - 060	Pre-K, K			Single		21	4	25	Yes			None	No
Public Safety Academy - 061	9-12			Single	Yes			0	Yes			Good	No
Sports Business Academy - 056	9-12	See Sports Business Academy	N/A	Single		0	0	0	Yes			Good	No
90 Delaware - Central Office	9-12			Single		14	9	23	Yes			Good	No
200 Sheridan - Warehouse	Admin	Best	Multiple	Single	No			0	Yes			Good	Yes*
Bauerle Field*	Admin	Schlage	Multiple	Single				0	Yes			None	Yes*
	Field			Single	Yes			0	Yes				No
TOTALS						1,454	382	1836					

Current Crisis Communications:

- Provide relevant information to parents/community/board elected officials on school-related or district-wide emergency issues
- Distribute letters/memos to staff and parents on issues of immediate concern
- Issue automated call messages (Parent Link) to affected stakeholders
- District-wide Crisis Response Team (led by Security Department)
 - Team is responsible for creating School Safety/Crisis Guidelines for each school and at district-level pertaining to various emergency situations (i.e. health-related, weather-related, violence, etc.)
 - Security team/school administrators are responsible for emergency procedures distribution and training of staff

School Security & Safety Recommendations

Facilities

Short Term – ready for September 1, 2013

- Installation of light posts in parking lot – Panther
 - Decorative fencing to enclose Panther’s courtyard
 - Install functional telephones in the classrooms connected to main office
 - Install guard houses at John F. Kennedy Educational Complex and Eastside Campus
 - Do not have the cleaning crews unlock and open all the doors at one time, rather one room at a time
 - Utilize draw gates to limit access to buildings after hours where they are currently operational.
 - Develop a plan for re-keying all doors in schools both interior and exterior doors (classrooms doors should lock from inside and outside)
 - Display shades/blinds on classroom doors – specific color so administrators, police and firemen all know there are people (children) in the room
 - Develop Standard Operating Procedures (SOP) – for keys - turned in at the end of the year in order to receive final paycheck
 - Develop Standard Operating Procedures (SOP) – issuing of keys to staff at the beginning of the year
-

Long Term – after September 1, 2013

- Install magnetic doors that do not open for 15 seconds and send a signal to the office
- Install camera systems in schools where they do not exist

- Install lighting around school buildings
- Install panic alarms in buildings
- Install master keys rather than different types of locks throughout the building
- Install key pads on doors rather than keys
- Install magnetic panic bars on all doors at Eastside Campus and John F. Kennedy Educational Complex
- Provide keys to substitutes for classrooms
- Install doors that have a buzzer system with a camera to enter
- Install security bars at schools with low windows

Security Personnel

Short Term – ready for September 1, 2013

- Assign additional unarmed security guards where needed
- Provide a security presence to secure trailers
- Define roles and responsibilities for all security officers
- Retired police officers hired as District security officers will attend certification training for SRO (School Resource Officers) and they will wear a uniform which will be determined for identification as personnel who have received training as School Resource Officers. Once trained as School Resource Officers, these officers will now be allowed to carry visible weapons.

Long Term – after September 1, 2013

- Provide guards in the schools with the necessary equipment
- Provide District Security Officers with bullet proof vests

Parents

Short Term – ready for September 1, 2013

- Increase parent involvement
 - Teach your child to respect teachers and administrators like they respect you at home
 - Discuss with your children violent video games, violent television shows that are on, as well as their behavior in the classrooms and behavior in the street
 - Explain the importance of education
-

Long Term – after September 1, 2013

- Put a ban on kids having access to first person shooter games at home
- Ban violent video games on the computers at home

Transportation

Short Term – ready for September 1, 2013

- Transport athletes from Panther Academy to Eastside Campus and John F. Kennedy Complex
- Implement random spot inspections of bus routes to observe bus aides, safety of the bus and roster of students on the bus
- Develop Standard Operating Procedures (SOP) – for reporting a bus accident – 24 hours a day, 7 days a week from the bus company to the district and from the district to cabinet members
- Update bids and manuals regarding transportation
- Develop rigorous bid specifications and manuals
- Discuss with vendors where is the best seating for aides, where they can have visual observations of the students and safeguard the emergency door

- Meet with contractors to reiterate Paterson Public Schools student safety concerns and contract violations
- Include legal terminology in our bid specifications where violations may result in termination of existing contracts
- Request evidence of all trainings pertaining to bus drivers and aides
- Perform more school bus safety spot checks during the school year
- Enhance transportation manuals to ensure accountability at the school (in and out of district), with vendors and district
- Ensure schools continue to conduct a minimum of two bus evacuation drills during the school year

Policy

Short Term – ready for September 1, 2013

- Enforce policy that allows parents to pick up their children (identification)

Training

Short Term – ready for September 1, 2013

- Provide a School Safety Training program in partnership with the Paterson Police Department for principals
- Develop a schedule for sheriff officers and/or police officers to train all of our security personnel in certain security drills

Schools

Short Term – ready for September 1, 2013

- Increase our awareness with the students and their families and have meetings together in each school regarding safety and security initiatives
- Enforce the wearing of uniforms

- Schedule a meeting with representatives of the Kintock building – Panther Academy
 - Provide counselors with an office where children can feel safe to speak as they are going through a crisis
 - Speak to the students about safety and consider their recommendations
 - Ensure that a teacher (or other adult) is present in each scheduled class from the official start to the official end of a period
 - Ensure the proper handling of students with poor behavior and/or mental illness
-

Long Term – after September 1, 2013

- Provide proper lunch facilities for all sites

Communication

Short Term – ready for September 1, 2013

- Develop a Social Media Policy for students and revise the policy for staff
 - Relocate cable transmitter for Channel 76 to 90 Delaware Avenue. This will greatly enhance maintenance and emergency programming
-

Long Term – after September 1, 2013

- Create District Crisis Command Center – This central location will have necessary equipment/technology (phones, TV, radio, etc.) for the Crisis Management Team to meet and discuss action plans during an emergency situation

District

Short Term – ready for September 1, 2013

- Schedule a follow-up meeting as far as what is going to be implemented in the schools so we know exactly what we have to look forward to
 - Develop forms for preschool center directors to report safety and security drills
 - Provide a process for principals to identify parent custody issues and/or restraining orders, etc.
 - Develop key terms or codes so staff and students know it is the principal saying “all clear” after a drill
 - Provide Computers – wireless network to communicate with the main office
 - Develop standardize protocol entering all district buildings – show picture ID, etc.
 - Create an action plan for off-site facilities for emergency procedures. (PCCC, YMCA, Boys/Girls Club)
 - Develop a process for parents who are sex offenders to visit the school off hours when children are not present
-

Long Term – after September 1, 2013

- Schedule preschool centers to have the Sheriff’s Department come out to each center and give advice and help in setting up revised security plans
- Develop a Crisis Intervention Manual by the Department of Early Childhood Education (DECE)
- Research why our students are responding in a violent way
- Develop sanctions for anyone putting an obstacle in doors to hold them open

Personnel

Short Term – ready for September 1, 2013

- Provide ID's for substitute teachers
 - Develop Standard Operating Procedures (exit procedures) for staff leaving the district, i.e. medical leave, family leave, retirement, etc.
 - Provide safety and security professional development for substitutes
-

Long Term – after September 1, 2013

- Provide more counselors in the schools

Student Recommendations:

(Sample size of 50 students from 10 schools in grades 6-12)

Short Term – ready for September 1, 2013

- Have the K-3 students exit from different doors to feel more secure
- Put two security guards on each floor where necessary
- Practice more security drills
- Decrease the number of doors to enter a school building
- Find better hiding places in the school
- Provide time, once a week, for all students to speak to a counselor, that way an adult is responsible to tell the principal if a student is being bullied, to prevent students from bringing weapons to school
- Provide students with ID cards

- Don't let unrecognized students in the building
 - Develop a process at dismissal time; security guards should be outside until all students are gone
 - Warn kids not to talk to strangers
 - Have security guards outside throughout the day patrolling the school where necessary
 - Utilize wand metal detectors according to District policy
 - Instruct teachers how to protect students during an emergency
-

Long Term – after September 1, 2013

- Have metal detectors to detect weapons where necessary
- Implement full body metal detectors where necessary
- Lock classrooms automatically